

CITY OF FLAGSTAFF RECREATION SERVICES SPECIAL EVENTS – RULES AND REGULATIONS

DEFINING A SPECIAL EVENT:

Special events include outdoor festivals and parades taking place on City property, and any other outdoor events taking place on City property which may require City services over and above those routinely provided or that require the exclusive use of City property. Any organized activity involving the use of, or having impact upon, City property, City facilities, parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a permit. (Ordinance ~~2010-27~~ 2015-04, Chapter 8-12, Special Events)

Comment [g1]: Updated

EVENT LEVEL DEFINITIONS:

Level A:

- Event may occur during a single day or multiple days.
- Event may involve street closures and/or the detouring or stopping of traffic.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Extensive use of equipment (i.e., stage, sound system, booths, tents, fencing, barricades, etc.).
- Event may require electricity and/or other utilities.
- Alcohol may be sold and/or distributed to the general public.

Level B:

- The event may occur during a single day or multiple days.
- Event may involve use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.
- Admission or entry fee may be charged.
- Food may be sold to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Moderate use of event equipment (i.e. stage, PA system, chairs, tables).
- May or may not require electricity.

Level C:

- Event will occur during a single day.
- Event will not extend beyond the municipal park/facility area.
- Event is free to the public.
- There will be no food sales.
- Food may be distributed to the general public.
- No merchandise sales.
- May or may not involve live entertainment.
- Minimal use of event equipment (i.e. PA system).
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses.

SPECIAL EVENT PERMIT GUIDELINES APPLICATION PROCESS:

1. Special Event Permit Applications are available at the City of Flagstaff Recreation Section's Office of Community Events and can be found online at <http://www.flagstaff.az.gov/index.aspx?nid=463>. The Applicant/Event Organizer must complete a Special Event Permit Application including all necessary attachments, and returns the completed application to the City of Flagstaff, Recreation Services—Office of Community Events in-person, by mail, or via fax or email. Please be advised, that the event should not be advertised until final approval of the application is received.
2. The deadline for submitting a Special Event Permit Applications will depend on the type of event being planned. For Level A events, the application must be submitted is ~~is~~ ninety (90) calendar days

Comment [g3]: New

~~prior to the event date; for Level A events; for Level B events, the application must be submitted sixty (60) calendar days prior to the event date; and for Level C events, for Level B events; and the application must be submitted fourteen (14) calendar days for Level C events prior to requested the event date(s).~~ Failure to ~~do so meet these deadlines~~ will result in a late fee or denial of the permit application.

- Level A applications submitted ~~between fifty-five – eighty-nine (55-89)~~ calendar days prior to the event date will be assessed a late fee. Applications submitted less than fifty-five (55) days prior to the event date will be denied.
- Level B applications submitted ~~between forty – fifty-nine (40-59)~~ calendar days prior to the event date will be assessed a late fee. Applications submitted less than forty (40) days prior to the event date will be denied.
- Level C applications submitted ~~between ten – thirteen (10-13)~~ calendar days prior to the event date will be assessed a late fee. Applications submitted less than ten (10) days prior to the event date will be denied.

3. Applications that are incomplete ~~or not accompanied by the required information~~ will not be accepted.

4. ~~All applications should include the following for initial submittal:~~

- ~~Completed and signed application (both signature lines)~~
- ~~Application fee~~
- ~~Certificate of insurance see page 5 (valid for event dates, set up and tear down)~~
- ~~Complete and detailed site plan see pages 7-8~~
- ~~Electrical Plan see pages 10-11 (if applicable)~~
- ~~Submit IRS letter of nonprofit status see page 3 (if applicable)~~
- ~~Traffic Control Plan see pages 13-15 (if applicable)~~

SPECIAL EVENT PERMIT REVIEW PROCESS

Comment [g4]: Duplicative of information in application.

1. Administrative Review

- Once a special event application has been submitted, an administrative review ~~by staff~~ will be conducted by staff to assess the completeness of the application.
- Administrative review time frame:
 - Level A: ten (10) working days
 - Level B: ten (10) working days
 - Level C: three (3) working days
- The City ~~shall will~~ issue a written notice of administrative completeness or deficiency within the defined administrative review time frame. ~~Multiple departments within the City will provide a coordinated notice to the Office of Community Events. If the City determines that the application is incomplete, the City will provide the Applicant/Event Organizer with a A-list of specific deficiencies, will be provided to the Applicant/Event Organizer and when compiled by the event producer are The missing information is~~ due back to the Office of Community events within the time frame below:
 - Level A: twenty-seven (27) working days prior to event date
 - Level B: seventeen (17) working days prior to event date
 - Level C: five (5) working days prior to event date
- ~~The time clock is stopped until the missing/corrected information is resubmitted to the City. Notice in writing of application deficiencies shall suspend the administrative completeness and overall timeframes until such time as all deficiencies have been addressed.~~
- Acceptance of completeness of an application ~~submittal is does~~ not guarantee ~~of~~ its approval.

2. Substantive Review

- Once the administrative review is complete and all requested information and documents have been submitted by the ~~event producer~~ Applicant/Event Organizer, City staff will conduct a substantive review ~~of the application on substance~~. It is after this substantive review that the application will be approved or denied.

- ~~By mutual agreement the City and the applicant may extend the substantive review time frame, but may not exceed 25% of the overall time frame.~~
- ~~The City and applicant may mutually agree in writing to allow the City to submit supplemental requests for information during the substantive review.~~
- Substantive review time frame:
 - Level A: twenty (20) working days
 - Level B: ten (10) working days
 - Level C: four (4) working days
- After the substantive review, the City may make one (1) comprehensive written or electronic request for additional information corrections. If the applicant fails to resolve an issue identified in a request for corrections, the City may make supplemental written or electronic requests for corrections that are limited to issues previously identified.
- If an applicant requests significant changes, alterations, additions or amendments to an application that are consistent with the purposes of the original application and that are not in response request for corrections, the City may make one additional comprehensive written or electronic request for corrections.
- The time clock is stopped until the missing/corrected information is resubmitted to the City. Notice in writing of a request for corrections shall suspend the substantive review and overall timeframes until such time as all requested corrections have been addressed.
- A list of deficiencies will be provided to the applicant and when compiled by the event producer the requested corrections are due back to the Office of Community events within the time frame below:
 - Level A: five (5) working days prior to event date
 - Level B: five (5) working days prior to event date
 - Level C: two (2) working days prior to event date

Comment [g5]: This language removed when SB1598 was amended by HB2443.

Comment [g6]: HB2443.

3. If the notice granting or denying the permit is not issued within the overall time frame (administrative and substantive review time frames combined), the City shall refund all fees charged for reviewing and acting on the application, and shall excuse the payment of any unpaid fees. The refund shall be made within thirty (30) working days after expiration of the overall time frame or the agreed time frame extension without the applicant having to ask for a refund. City will continue to process the application and there will no longer be any time frame within which the City's review must be completed.

Comment [g7]: HB2443

3. Pre-event:

- ~~If the nature of the event warrants, Recreation staff will schedule the event for an "informal review" by City staff. The Applicant/Event Organizer will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the Applicant/Event Organizer of all Department/Division special use conditions.~~
- ~~Upon meeting all requirements and payment of fees, an approved permit is issued to the Applicant/Event Organizer.~~
- ~~After the event, the applicant/event organizer will also be apprised of "Status Standing" (i.e.: if conditions established by the City were not followed). The cost of cleaning and/or damages assessed and billed against the security deposit and remaining balances billed to Applicant/Event Organizer.~~
- ~~The event producer is guaranteed exclusive use of the permitted municipal park or facility for the duration of the allotted time indicated on the Special Event Permit. The event producer must have the issued Special Event Permit in their possession at all times. The event producer has the right to ask the violator(s) to exit the permitted municipal park or facility if they so desire. If the violator(s) fail to exit the premises, the Flagstaff Police Department may be called for assistance.~~

Comment [g8]: Moved to another section of the document.

Comment [g9]: Moved to another section of the document.

Comment [g10]: Moved from another section of the document.

PRIORITY OF USE

Applications will be routed and evaluated on a case-by-case basis. Priorities for assigning City-owned municipal park/facilities for special events are as follows:

- Priority 1: Events sponsored or co-sponsored by the City of Flagstaff.

- Priority 2: Events that have established historical precedent and remain in "Good Standing".
- Priority 3: Events organized by the Flagstaff Unified School District #1 (per IGA).
- Priority 4: Events run by nonprofit groups.
- Priority 5: Events run by a commercial entity or organization.

ORGANIZATION STATUS:

1. All entities or organizations without valid tax exemption status are considered to be commercial in nature unless they are a community organization (i.e., church or club).
2. Nonprofit organizations need to have been recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to the event date and be in good standing with the IRS. A copy of the tax exemption letter certifying the organization's current tax exempt, non-profit status is required and must be included with their application, otherwise commercial, for profit rates will apply.

PERMIT HOLDERS AGREEMENT:

The special event Applicant/Event Organizer/event organizer will be required to sign the Permit Holders Agreement prior to issuance of the Special Event Permit. By signing the Permit Holders Agreement, the permit holder(s) acknowledge and agree that they:

- ~~Are aware of the non-refundable application fee~~
- ~~Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment~~
- ~~Will operate the event and use of any related equipment in a safe manner~~
- ~~Will maintain in force, throughout the duration of the event, liability insurance coverage~~
- ~~Will operate only from the areas specifically designated~~
- ~~Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area~~
- ~~Applicant/Event Organizer will remove all equipment or items associated with the event by the end of their allotted reservation schedule~~
- ~~Will provide the City of Flagstaff, Recreation Services—Office of Community Events all necessary deposits (i.e. key and/or cleaning)~~
- ~~Will provide security as warranted and be responsible for the control of spectators assembling as a result of the activity~~
- ~~Will be responsible for any privately owned equipment left at the facility~~
- ~~Will abide by all conditions of use~~
- ~~Will return all City issued rental equipment to appropriate location within one business day after the event in the same condition as received~~
- ~~Will provide access to event in accordance and compliance with American Disabilities Act standards~~
- ~~Will defend, indemnify and hold harmless the City of Flagstaff.~~
- ~~Pursuant to City of Flagstaff Ordinance No. 2010-27, it is unlawful for any person in charge of, or responsible for the conduct of, a duly permitted special event to knowingly fail to comply with any term or condition of a special event permit.~~

Comment [g11]: This agreement is signed at the end of the permitting process and does not need to be included in the permit packet.

FAILURE TO COMPLY:

~~Failure to comply with rules, regulations and policies may result in the following:~~

- ~~Termination/cancellation of event or rental contract~~
- ~~Eviction from the premises~~
- ~~Loss of future rental privileges~~
- ~~Impact the Status Category of the event (Good Standing, Probationary Standing, Poor Standing)~~

Comment [g12]: Moved to another section of the document.

ORGANIZATION STATUS

1. ~~All entities or organizations without valid tax exemption status are considered to be commercial in nature unless they are a local community organization (i.e. church, or club, school).~~
2. ~~Nonprofit organizations need to have been recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the tax exemption letter~~

Comment [g13]: Moved to another section of the document.

certifying your current tax exempt, non-profit status is required.

3. Applications must attach a copy of this tax exemption letter with their application otherwise, commercial, for profit, rates will apply. For local community organizations, a narrative by the chief officer of host organization must be submitted with the application.

SECURITY DEPOSITS:

All City of Flagstaff Special Event applicants will be categorized into one of the following groups and assessed variable deposits:

1. Good Standing – Event producers and events that comply with City of Flagstaff Recreation Services' Rules and Regulations, leave the municipal park/facilities in an acceptable manner, and are returned all refundable cleaning/damage deposits may be considered "Good Standing." These events will be charged standard deposits as listed on the current Fee Schedule.
2. Probationary Standing – Event producers and events that were not returned a full deposit the previous year due to municipal park/facility damage or Special Event Permit violations may be considered "Probationary." Events in this category must provide a refundable cleaning/damage deposit at one hundred fifty percent (150%) the standard amount. If an event in "Probationary Standing" is conducted as agreed to in the Special Event Permit, deposits will be returned and the event or event producer will be moved to "Good Standing" for the next event or year. Events that acquire this status due to improper use of municipal park/facilities will lose historical precedent.
3. Poor Standing – If an event producer or event is in "Probationary Standing" and fails to comply with City of Flagstaff Recreation Services' Rules and Regulations, the event and/or event producer(s) will be moved into "Poor Standing." Events that acquire this status due to improper use of municipal park/facilities will lose historical precedent. Events in this category must provide deposits at two hundred percent (200%) the standard amount. If an event in "Poor Standing" is conducted as agreed to in the Special Event Permit, deposits will be eligible to be returned and the event or event producer may be moved to "Probationary Standing" for the next event or year. However, if the event is not conducted as agreed, deposits will not be returned and the event will be refused a Special Event Permit for the following event or year.
4. New Events – New special events enter the system in Good Standing.

Regardless of an event's classification within this system, events or event producers that have caused severe damage, have had serious safety infractions, and/or violated the law may be denied further municipal park/facilities usage at any time by the Recreation Services Director and/or Public Works Director.

FEES AND DEPOSITS:

1. ~~User fees and deposits must be determined per current Special Event Fees and Charges and required as stated in the policies.~~
2. ~~Security deposits will be determined as follows: Events in "Good Standing" and new events will be required to pay the current stated security amounts; "Probationary" events will be required to pay 150% the stated security deposits; Events in "Poor Standing" will be required to pay 200%.~~
3. ~~1. All fees and deposits for events will be due forty – five ~~twenty-seven~~ (45/27) business days prior to Level A event dates, thirty-seventeen (30/17) business days prior to Level B event dates, and seven ~~five~~ (7/5) business days prior to Level C event dates. Fees and deposits may be paid by cash, check, money order, or credit card. The application fee is due at the time that when the application is submitted to the Office of Community Events.~~
4. ~~2. Parks, Recreation and/or Facilities Maintenance staff overtime/holiday burden rates will be charged to the Applicant/Event Organizer in the following situations:~~
 - Parks, Recreation, and/or Facilities Maintenance staff is required to perform maintenance duties outside of their normal working hours.
 - Parks, Recreation, and/or Facilities Maintenance staff is required to repair municipal parks/facilities due to damage caused during the Special Event, or to clean the park/facility during or after the event.
 - ~~Event Organizer fails to perform adequate cleanup during and after the event.~~

Comment [g14]: Moved from another section of the document.

Comment [g15]: Duplicative of information in application.

Comment [g16]: Recommend that we change the timelines so that all deadlines are consistent: fees, substantive review and cancellation/refunds.

- Staff is required to be present at the event due to non-compliance issues related to the permit.
- Minimum of two (2) hours call-out time will be charged to the event producer.

5.3. All fees and deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met.

6.4. Upon the conclusion of the event, Recreation staff will assess the cost of cleaning and/or damages and the total will be deducted from the deposit.

7.5. Deposit refund balances will be issued to Applicant/Event Organizer within thirty (30) days after all contract terms are met post-event.

CANCELLATIONS AND REFUNDS:

1. In order to receive a full credit of deposits and fees, a written cancellation notice must be delivered to the Office of Community Events at least thirty (twenty-seven) (30/27) business days in advance of Level A event dates, fifteen (seventeen) (15/17) business days in advance of Level B event dates, and three (five) (3/5) business days in advance of Level C event dates for a full credit of deposits and fees. Cancellations received after that these time frames may result in forfeiture of deposits and fees.

2. Application fees are non-refundable, and are applicable regardless of event cancellation.

3. Applicant/Event Organizer may decide up to twenty-four (24) hours prior to use event date to request a postponement of the event due to weather and reschedule for another available date during the same season at no additional charge. City of Flagstaff Recreation Services is not obligated to provide a specific acceptable date to the Applicant/Event Organizer postponing their event.

4. If the notice granting or denying the permit is not issued within the overall time frame, the City shall refund all fees charged for reviewing and acting on the application, and shall excuse the payment of as yet unpaid fees. The refund shall be made within 30 working days after expiration of the overall time frame of the agreed time frame extension without the applicant having to ask for a refund. City shall continue to process the application, and there is no longer any time frame within which it must be completed.

HOURS OF OPERATION:

1. Flagstaff City Code (8-11-001-005. Use By the General Public/Hours of Use)

- Permitted hours of use must be between 5:00 a.m. and 10:00 p.m., Sunday through Thursday, and 5:00 a.m. and 12:00 midnight, Friday and Saturday, unless such person has acquired the appropriate permit from the City of Flagstaff, Recreation Services Office of Community Events.

2. City Hall business hours between the dates of May 1st through the day before Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31st are 8:00 a.m. – 5:00 p.m.

MUNICIPAL PARK/FACILITY AVAILABILITY:

1. Special Event Permit Applications are accepted a maximum of one (1) year in advance of the event. If an organization/individual has established an historic event during the same time each year and rates is in "Good Standing " or "Probationary Standing," that organization/individual will take precedence over any other submitted event proposed for the same time frame.

2. The Recreation Services Director and/or Community EnrichmentPublic Works Services Director have the authority to decline proposals for events that are located in areas of close proximity to historic or already permitted events. The Recreation Services Director and/or Community Enrichment Services also have the authority to allow events requiring special consideration due to the nature of the event and benefit to the community.

3. The use of park property may not be granted when, as determined by the Recreation Services Director and/or Community Enrichment ServicesPublic Works Director or a designated representative, such use is unsafe, or will damage the facility, or is not in the best interest of the City.

4. Applicant/Event Organizer must obtain a permit to use a municipal park/facility. This Special Event Permit will allow use for a maximum of three (3) days with while allowing for one (1) day prior to event date for set up and one (1) day post-event for tear-down. Events cannot occur during the set up and tear down dates.

Comment [g17]: Recommend that we change the timelines so that all deadlines are consistent: fees, substantive review and cancellation/refunds.

Comment [g18]: Moved to another section of the document.

Comment [g19]: Duplicative of information in application.

Comment [g20]: New

4.5. ~~Park and/or area within a park may be closed off from use in case of damage or other repairs.~~

5. ~~The exclusive use of playground areas, skate parks, and BMX parks cannot be reserved by one group, and access to the area by the general public must be available at all times. Playgrounds cannot be reserved and must remain accessible to the general public at all times. The City of Flagstaff, Recreation Services Office of Community Events does not permit special events in any City-owned skate park or BMX park.~~

Comment [g21]: New

Comment [g22]: New. Risk management is no longer denying these events outright. Skate parks and BMX parks may be able to be rented with appropriate insurance policy.

6. PRIVATE PROPERTY/TEMPORARY USE PERMITS:

1. Events Requiring a Temporary Use Permit

- Events on private property may require a Temporary Use Permit issued by the Community Development Department Planning and Development Services.
- Regulations governing temporary uses located on private property can be found in the Land Development Code. Contact the Planning and Development Services at (928) 213-2641 for information and permit procedures.

2. Events that do not require a Temporary Use Permit

- Except as specifically provided in the Land Development Code, restrictions on temporary uses shall not apply to any use that is conducted entirely on private residential property, operated by the person, company, or organization owning the property, provided that the duration of the temporary use does not exceed forth-eight (48) hours and is repeated not more than four (4) times a year.
- This does not relieve private property owners of the need to comply with other regulations, such as the Noise Ordinance, Sales Tax Ordinance, provisions of the Zoning Ordinance, etc.

RULES AND REGULATIONS SPECIFIC TO CERTAIN FACILITIES:

Wheeler Park:

1. Events held at Wheeler Park will be limited to a maximum number of 16 events per calendar year. Events with historic precedence will be given first priority.
2. When enclosed by fencing, the maximum capacity of Wheeler Park is limited to four thousand (4000) attendees. With the addition of the adjacent parking lot, the maximum capacity of Wheeler Park is limited to four thousand five hundred (4500) attendees. With the addition of the half closure of Aspen Avenue directly adjacent to the park/parking lot, the maximum capacity is limited to four thousand seven hundred fifty (4750) attendees.
3. Amplification at Wheeler Park must end by 9:00 p.m.
4. Speakers used at events at Wheeler Park must be directed away from neighborhood areas. Speakers must be pointed in a northeast or eastern direction. Speakers may also be oriented in a "surround sound" set up, where speakers are faced into the event space.
5. Wheeler Park may not go without landscape watering for more than three days.

City Hall and Library:

1. City Hall business hours between the dates of May 1st through the day before Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31st are 8:00 a.m. – 5:00 p.m.
1. City Hall parking lots (west and north) may not be closed for event purposes during City Hall operating hours. City Hall hours of operation are 7:00 a.m. – 4:00 p.m. from May 1st through the day before Labor Day and 8:00 a.m. -5:00 p.m. from Labor Day through April 31st. Half closures are allowed one (1) workday prior to the event in order to allow for the safe set-up of equipment. A loading/unloading zone must be specified within the Event Site Plan.
2. During City Hall non-operating hours, vendors should park at other locations in order to provide ample event attendee parking. Event Organizers, volunteers, vendors, contracted personnel, and attendees are not permitted to park in the Library parking lot.
3. Event Organizer must provide a parking attendant for the Library parking lot when the Aspen Avenue (between Humphreys and Sitgreaves) entrance is blocked by a full or partial street closure. This parking attendant is responsible for monitoring the availability of parking spaces for library patrons and ensuring safe access to the parking lot.

Downtown (including Heritage Square):

1. For vendors at Heritage Square with a table or tent who are not selling services or merchandise, a facility use permit is required and applicable fees will apply. A Special Event Permit is not needed. The facility use permit does not guarantee "exclusive use of the area." The facility use permit will not be issued if a "special event" is permitted for the space. More than one (1) facility use permit may be issued for a facility or park.

Comment [g23]: Community Development

Comment [g24]: Moved from another section of the document.

Comment [g25]: New

Comment [g26]: Moved from another part of the document.

2. Events that have the primary purpose of offering goods or services for sale are considered Primary Retail Sales Events. Only one (1) Primary Retail Sales Event per month will be permitted at Heritage Square.

Comment [g27]: New

3. Events that do not have a primary purpose of offering goods or services for sale are considered Secondary Retail Sales Events. Secondary Retail Sales Events at Heritage Square are limited to no more than four (4) retail vendors.

Comment [g28]: New

4. Due to the fact that Heritage Square is built above an underground parking garage, it has maximum occupancy loads for the plaza area, steps, and stage (identified below), which must. The floor of Heritage Square is designed to support only the weight of the occupancy loads listed below. The occupancy load must not be exceeded throughout during the permitted event. Use barricades and persons with counters must be used to enforce the maximum occupancy loads.

- The maximum occupancy loads for the three (3) sections of Heritage Square is 1269 people, with the breakdown of distribution are as follows:
 - Plaza Area- Nine hundred fifty seven (957) people
 - Steps- Two hundred thirty (230) people
 - Stage- Eighty-two (82) people
- When the Fire Department determines that the occupancy load limits are not being enforced by the Applicant/Event Organizer, off duty Flagstaff Fire Inspector(s) will be called assigned to this event to monitor the occupancy loads until the event ends and to ensure that the occupancy load is not exceeded. The Event Organizer or Applicant/Event Organizer will be billed an per-hourly fee for each Fire Inspector.

Foxglen:

1. Speakers must be directed away from neighborhood areas.

Ponderosa:

1. Speakers must be oriented in a "surround sound" set up, where speakers are faced into the event space

Thorpe Park Multi-Use Field:

1. Speakers must be oriented in a "surround sound" set up, where speakers are faced into the event space.

Comment [g29]: Moved from another section of the document.

INSURANCE:

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable), and workers' compensation (if applicable) naming the City of Flagstaff as an additional insured, and provide an additional insured endorsement.
2. Insurance coverage must be maintained for the duration of the event including set up and dismantle tear down dates.
3. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
4. For event series or organizations with multiple events throughout the year, the Applicant/Event Organizer may use the following verbiage: "City of Flagstaff is listed as additional insured for any and all events held on City property or right of way."
5. Have-It insurance providers shall address the certificate to the attention of the City of Flagstaff Recreation Services and submit it with the Special Event Permit Application.
6. Minimum limits are as follows:
 - \$ 1,000,000 per occurrence
 - \$ 12,000,000 aggregate
 - \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
 - \$ 1,000,000 liquor liability insurance (if applicable)
 - Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)
 - \$100,000 per occurrence for bodily injury
 - \$100,000 per employee for bodily injury by disease
7. \$500,000 aggregate for bodily injury by disease.

Comment [g30]: Updated risk management requirement.

~~8.7. Additional limits may be required after review. The City reserves the right to modify these requirements depending on the event and liability exposures it represents to the City.~~

Comment [g31]: Removed by risk management.

~~9.8. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, which is described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.~~

Comment [g32]: Added by risk management.

~~10.2. The following applies to Amusement Rides:~~

- ~~• The State of Arizona through statute ARS 44-1799.61-1799.64 requires Pursuant to A.R.S. 44-1799.63, an amusement ride operator must have \$2 million CSL liability limits (or split limits of \$1mil BI & \$500,000 PD), procure insurance for the amusement ride insuring the owner or operator against liability for injury to persons arising from the use of the amusement ride, in an amount of not less than one million dollars for bodily injury and five hundred thousand dollars for property damage per occurrence or in an amount of two million dollars per occurrence for a combined single limit.~~
- ~~• This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property where the amusement ride is operated.~~

Comment [g33]: Amended by risk management.

~~10.20. Contact City of Flagstaff Risk Management at (928) 213-2082 for more information regarding insurance requirements.~~

EVENT SITE PLAN:

Applicant/Event Organizer must submit an Event Site Plan, with the Special Event Permit Application, an Event Site Plan that includes identifies the event area or route and indicating the location of equipment and specific activity areas. Applications will not be accepted without the Event Site Plan. The Event Site Plan must include all fencing, or blockage of any area. Electrical panels and fire hydrants must be accessible from the street. Any changes to the Event Site Plan must immediately be communicated to the Community Events Coordinator and a new illustrated Event Site Plan is required must be submitted.

Event Site Plan must include:

- ~~• Your event site plan should be submitted on an 8 1/2" x 11" or 8 1/2" x 14" format.~~
- ~~• Location of equipment and~~
- ~~• parking must be provided in the event site plan. Location of public parking~~
- ~~• Location of set up/tear down equipment and parking for those setting up the event.~~
- ~~• If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.~~
- ~~• The location of fencing, barriers and/or barricades (indicate any removable fencing for emergency access).~~
- ~~• If the event involves the closure of any street, the provision establishment of minimum fifteen feet (15') emergency access lanes throughout the event venue, which must be at least fifteen feet (15') wide, if the event involves the closure of any street.~~
- ~~• When closing streets, Fire Lanes are required; they must be approved and indicated on the Event Site Plan.~~
- ~~• The location of first aid facilities and ambulances.~~
- ~~• The location of all stages, amplified stage equipment, platforms, canopies, tents, portable toilets, booths, Beer Gardens, cooking areas, trash/recycling containers and dumpsters, carnival/amusement rides, merchandise vendors, controlled access/admission areas, and other temporary structures or activities.~~
- ~~• Designation of the direction that any speakers will be pointing facing.~~
- ~~• Generator locations and/or source(s) of electricity.~~
- ~~• Placement of vehicles and/or trailers.~~
- ~~• Exit locations for outdoor events that are fenced and/or exit locations within tents and tent structures.~~
- ~~• Identification of all event components that meet accessibility standards (i.e., parking for the disabled, access areas, etc.)~~
- ~~• The Recreation Services Director and/or Community Enrichment Services Director or~~

~~designee has the right to adjust event site plans in order to protect the well-being of the public.~~

- ~~Other related event components not listed above.~~

The Recreation Services Director and/or Public Works Director or designee has the right to adjust Event Site Plans in order to protect the well-being of the public.

TENTS OR CANOPIES:

1. Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit-express written approval from the Parks Department. If approved, the Applicant/Event Organizer must call Blue Stake (1-800-782-5348) at least five (5) days before the event to locate utilities. The Blue Stake notice number must be provided to the Office of Community Events prior to any staking.
2. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the Applicant/Event Organizer.
3. When staking is not approved, tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.
4. The Parks Department or ~~Recreation Services~~ Office of Community Events will indicate areas approved for large tents or canopies. All tent locations and sizes must be marked on the submitted Event Site plan.
5. Tents and membrane structures that have an area in excess of four hundred (400) square feet are to be manufactured of flame resistant material or to be treated with an approved flame retardant and require a permit from the Flagstaff Fire Department. ~~Tent closed on more than 25% of all sides.~~

NOISE CONTROL:

1. Event amplification must end by 10:00 p.m., unless a different time is noted in the "Rules and Regulations Specific to Certain Facilities" above, Monday through Sunday with the exception of Wheeler Park where event amplification must end by 9:00 p.m. All events with amplification may not begin amplified entertainment until 9:00 a.m. Monday through Saturday and 12:00 p.m. on Sundays and 9:00 a.m. Monday through Saturday.
2. ~~It is the intent of the City Council of the City of Flagstaff to endeavor to provide citizens with an environment free from such excess sounds or noise as that may jeopardize their health, welfare and safety, degrade the quality of life, interrupt the tranquility of a neighborhood, or deny the right to of quiet enjoyment of personal property. Applicant/Event Organizers must be mindful of noise generated by an event entertainment and equipment and how it may negatively affect the quality of life of nearby residents and businesses. Police may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints.~~
3. ~~The City's Noise Control Ordinance (Flagstaff City Code, Section Chapter 6-08) applies at all times.~~
4. ~~The City of Flagstaff Police Department may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints. If event staff decides not to comply with police submissions directives are not followed, the Flagstaff Police Department has the authority to close an event or a portion of an event when responding in response to a legitimate citizen complaint. A police service fee for responding to two or more complaints (after having received a written notice) may be assessed to the Applicant/Event Organizer.~~
3. The ability to offer live amplified entertainment in City-owned parks will be determined on a case-by-case basis.
5. ~~4. However, the following rules will apply to all permits allowing amplified entertainment:~~
 - ~~Wheeler Park – Speakers will be directed away from neighborhood areas. Speakers must be pointed in a northeast or eastern direction. Speakers may also be oriented in a "surround sound" set up, where speakers are faced into the event space.~~
 - ~~Foxglenn Park – Speakers will be directed away from neighborhood areas.~~
 - ~~Thorpe Park Multi-Use Field and Ponderosa Park – Speakers must be oriented in a "surround sound" set up, where speakers are faced into the event space.~~
 - Applicant/Event Organizer is required to have a decibel level meter at the soundboard for all events with amplified sound. Decibel levels must be monitored by the Applicant/Event Organizer and remain within the required limits.

Comment [g34]: Moved to another section of the document.

Comment [g35]: Moved to another section of the document.

- Decibel levels read from one hundred (100) feet of the speaker locations must not exceed ninety (90) decibels, "A" weighted.
- ~~Event Organizers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored by the event producer(s) and remain within the required decibels.~~
- Working directly or in concert with the event producer/Applicant/Event Organizer, the Police Department and/or Recreation Services may at any time during the event require that lower decibel levels be lowered at any time during the event. The genre of music will not be used to considered when determine determining whether to lower decibel levels.

BANNER AND SIGNAGE GUIDELINES:

1. Regulations governing temporary signs can be found in the Zoning Code 10-50.100.0270 (Temporary Signs). <http://www.flagstaff.az.gov/index.aspx?NID=2998>
2. Intent to display banners must be indicated on the Special Event Permit Application.
3. ~~Banners may be temporarily displayed in Wheeler Park and Heritage Square at designated locations on poles provided by Recreation Services – Office of Community Events for the day(s) listed on the permit.~~
4. ~~Temporary signs associated with events restricted to a City park or other City owned or operated public property, including streets, vacant land and parking lots, shall be reviewed and approved by the Recreation Services section in compliance with the Special Event Permit Policy.~~
- 5.4 Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the Applicant/Event Organizer.
- 6.5 Banners must be identified on the Event Site Plan for placement on permanent structures or trees and approval is required.
7. ~~Banners may not be affixed to trees.~~
8. ~~Banners may not be displayed on street medians, FUTS trails or within rights of way. An exception is the Downtown Banner Program, which allows banners to be displayed on the streetlights constructed specifically to accommodate the Downtown Banner Program.~~
9. ~~Event banners must remain within the event site.~~
10. ~~Banners affixed to the City's banner pole sleeves may not exceed sixty (60) square feet in total area.~~
11. ~~Banners affixed to temporary fixtures may not exceed twenty four (24) square feet in total area.~~
- 12.6 Directional signage may be placed up to one (1) day before the event and must be taken down one (1) day after the event. Directional signage must not exceed an area of six (6) square feet.
7. Banners shall only be hung for the days permitted by the event producer, which may include the set up day(s).
- 13.8 ~~For more information regarding City sign standards, please r of the City's Zoning Code~~
- 14.2 Banners may not promote products that are illegal to consume by the patrons attending the event.
- 15.10 Banner language or depictions may not be profane or obscene.

Comment [g36]: Duplicative of information in application.

Comment [g37]: Not common practice. Do not review.

Comment [g38]: Covered in the new sign code.

Comment [g39]: Covered in the new sign code.

Comment [g40]: Duplicative of information in application.

ACCESSIBILITY PLAN

1. To comply with all City, County, State and Federal Disability Access requirements, an accessibility Accessibility plan Plan is required when submitting your application.
2. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.
3. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.
4. Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, and/or accessible vendors and booths.
5. The use of truck track is required to cover electrical cables impeding access on paths of travel.
6. In order to mitigate tripping hazards, small electrical cords are required to must be secured.
7. If all areas are not accessible, a map or program must be provided to disabled attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

MEDICAL PLAN:

1. The Applicant/Event Organizer is required to provide first aid and medical coverage for events open to the general public.
2. A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one (1) CPR and first aid certified individual with appropriate supplies.
3. The station must have-be-capable capability of calling "911" in case of a medical emergency.
4. ~~The following matrix is provided as a tool in an effort to help determine the appropriate medical services needed based on the number of anticipated attendees.~~

PUBLIC ATTENDANCE	# OF FIRST AID STAFF	# OF FIRST AID STATIONS
200—1,000	1	1
1,001—10,000	2	1
10,001—14,000	4	2
14,000 +	4	2+ standby ambulance

SANITATION AND RECYCLING:

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must arrange for trash and recycling services.
2. The provision of on-site containers for the collection of recyclable materials must meet the following standards:
 - Container Quantity- The number of recycling containers shall equal the number of solid waste containers.
 - Container Placement- The solid waste and recycling containers shall be placed next to one another throughout the event venue.
 - Accepted Materials- The types of recyclable materials suitable for deposit into each recycling container shall include, at a minimum, aluminum and metal cans, cardboard, and rigid plastic containers (#1-#7- except Styrofoam, plastic wrap, and plastic bags). Additional recycling materials may be collected as long as they conform to the City's current list of acceptable recycling materials. The most recent list may be obtained by visiting the City of Flagstaff website at www.flagstaff.az.gov/recycle.
 - Each recycling container shall be clearly identified as a recycling container and display a list of the types of recyclable materials that may be deposited into the container.
 - The City of Flagstaff Sustainability Division offers reusable recycling lids, free of charge to aid in reducing contamination.
 - ~~Recyclable materials deposited in to the recycling containers must be delivered to a recycling facility or dumpster for recycling, not a landfill or refuse dumpster for disposal.~~
3. ~~Event~~ The Applicant/Event Organizer ~~is~~ are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the teardown time stated on the permit, Applicant/Event Organizers may be billed an additional service charge ~~to-be-determined according-to-for~~ time spent cleaning the waste (see staffing costs, Park Maintenance).
4. If City of Flagstaff recycling containers are used during the event and are returned contaminated with food or liquids the Applicant/Event Organizer will be billed a per container charge for cleaning.
5. Call Environmental Services at (928) 928-213-2110 for assistance in determining trash and recycling needs.

Comment [g41]: New

PORTABLE AND PERMANENT RESTROOMS:

1. Portable restrooms are required for any event estimating an attendance of one hundred (100) or more people. If no permanent restrooms are on-site and the event expects less than one hundred (100) attendees, portable restroom requirements will be determined on a case-by-case basis. The Applicant/Event Organizer is responsible for contacting and securing a portable restroom vendors.
2. For locations with space constraints, an option to reduce the total number of required restrooms is to clean and replenish the restrooms five (5) hours into the event in order to maintain appropriate health and sanitation standards.

3. For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event day in order to maintain health and sanitation standards.
4. It is up to the Applicant/Event Organizer to fully consider all aspects of their event (i.e., alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
5. Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required ~~(any person may use these)~~.
6. The Americans with Disability ~~Disabilities~~ Act requires that five percent (5%) of all portable toilet units ordered be wheelchair accessible, or a minimum of one (1) per order.
7. ~~The City will charge the Applicant/Event Organizer for associated costs when City of Flagstaff provided restrooms facilities are not cleaned and restocked following use.~~
8. Portable units may not be placed on sidewalks or grass areas.
9. Portable toilets are to be removed immediately after the event or teardown time specified within the Special Event Permit Application. Fees may apply for additional rental of space or removal of the portable restrooms.
10. If a City site includes permanent restrooms, it is the responsibility of the Applicant/Event Organizer to clean and restock the restrooms during the course of the event. Restrooms will be locked at night and opened in the morning during the event by the Applicant/Event Organizer to prevent unauthorized use. The Applicant/Event Organizer is responsible for any damage to the restrooms. The City will charge the Applicant/Event Organizer for associated costs when City of Flagstaff provided restrooms facilities are not cleaned and restocked following use. Portable restrooms may be required and addressed during the routing process for those municipal parks/facilities that have permanent restrooms.

FOOD CONCESSIONS, VENDING, OTHER:

1. ~~Sales at special events will be subject to sales tax. Each vendor and the Organizer will be required to get a regular permanent TPT license and file a monthly/quarterly/yearly tax return on which they will report and remit sales tax for these sales.~~
2. ~~Same exemptions that applied to certain type of businesses before the current changes would continue to apply. Food Producers are preempted by the State from city requirements for sales tax, fees or licenses. So they would be exempt when participating in the Farmer's Market. Some of the other exempt entities include 501(c)(3) non-profit organizations, any business licensed under Title 20 The Event Organizer is required to obtain a Special Event permit from the City of Flagstaff Tax, License, and Revenue Division for each event.~~
2. ~~Applicant/Event Organizer will be required to provide a list of all individuals scheduled to sell merchandise, food or other items at least fourteen (14) days prior to the event. The information must include company name, contact person, address, phone number and current City business license number if applicable. All information is confidential and is for City Tax and Licensing use only.~~
3. ~~Contact the City Tax and Licensing Department at (928) 213-2251 for more information.~~
4. ~~If there are vendors at the event, the Applicant/Event Organizer must collect a \$15.00 fee from each vendor that does not already have a City Sales Tax or Business License. The fees and list of vendors must be submitted to the Tax, License, and Revenue Division on the following business day after the event.~~
5. ~~Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed.~~
6. ~~Overnight camping within City limits unless in a designated camp site is not permitted per Land Development Code (City Code Chapter 8-11-001-0010 Prohibited Activities).~~
7. ~~Event organizer will provide all vendors with a list of legal overnight parking/camping facilities (list available from the Office of Community Events).~~
8. 1. Applicant/Event Organizers will specify the location of all proposed food and vendor booths on the Event Site Plan. ~~Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.~~
9. 2. Include location of vendors on site plan submitted with your application. ~~Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.~~

~~10.3.~~ Applicant/Event Organizers ~~are-is~~ responsible for obtaining County Health Permits for food handling, preparation and public distribution. Contact (928) 679-8750 for more information regarding County Health Permits.

~~11.4.~~ Food vendors must be self-contained.

~~12.~~ Fire extinguishers are required per Fire Department regulations.

~~13.5.~~ Applicant/Event Organizer is responsible for ensuring that vendors have properly disposed of grease and other materials/items, and that they have been removed completely from the site.

~~14.6.~~ Applicant/Event Organizer must provide electrical amperage draws for all equipment, that is to be used by vendors, when submitting your application.

~~7.~~ The Special Event ~~permit~~ Permit will allows ~~you the Applicant/Event Organizer~~ exclusive control and regulation of any concessionaires/vendors within your defined event venue.

~~8.~~ Sales at special events are subject to the City sales tax. Each vendor and organizer is required to obtain a City Transaction Privilege (Sales) Tax license and file a monthly, quarterly, or yearly tax return report and remit sales tax for such sales. Entities that may be exempt from this requirement include Federally Exempt Organizations and Food Producers for sale of food products. For additional information related to the City sales tax license requirements and exemptions, please contact the City Sales Tax Section at (928) 213-2250 or by email: SalesTax@flagstaffaz.gov.

~~15.9.~~ Organizer and/or vendor should obtain a permanent sales tax license from the Arizona Department of Revenue (ADOR) and report sales tax information to ADOR.

~~16.~~ For vendors at Heritage Square, with a table or tent who are not selling services or merchandise, a use permit is required and applicable fees will apply. A special event permit is not needed. The general use permit does not guarantee "exclusive use of the area." The general use permit will not be issued if a "special event" is permitted for the space. More than one general use permit may be issued for a facility or park.

Comment [g42]: Duplicative of information in application.

Comment [g43]: Updated Tax and Licensing requirements.

Comment [g44]: Moved to another section of the document.

POTABLE WATER:

1. Recreation Services does not provide water connections for events.

~~2.~~ There are two water needs options available for Event Organizers:

- ~~Water can be hauled to the site. The City of Flagstaff does not provide recommendations for water delivery vendors.~~
- ~~Water can be supplied by a Hydrant Meter at the event location if available. Fees and deposits may apply.~~

3. Hydrant Meter set-up and removal will only occur Monday-Friday from 8:00 a.m. – 3:00 p.m.

4. Applicant/Event Organizers are-is responsible for hydrant meter, all consumption recorded on hydrant meter, and backflow device.

5. Applicant/Event Organizers must contact the Customer Service Manager seven (7) business days prior to the event at (928) 213-2230 to set up service.

~~6.~~ For after hours emergencies, call (928) 774-0262.

ELECTRICAL INFORMATION:

If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, an electrical site plan indicating all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and an electrical site plan with the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and in order to ensure that adequate electrical needs can be met. The Applicant/Event Organizer must provide their own electrical equipment (i.e., generator or spider boxes) and electrical set-up.

1. The electrical site plan must be completed by a licensed electrical contractor for those events using multiple power outlets. A less extensive plan must still be submitted for those using minimal electricity. The plan must be approved by the Facilities Maintenance Superintendent and the City Electrician at least seven (7) days prior to the start of the event.

2. The City will inform the Applicant/Event Organizer of any additional requirements upon review of the Special Event Permit Application and/or during the pre-event walkthrough.

3. Proper cords must be used (12/3 for outdoor use), all National Electric Codes must be followed, and connections must be weatherproof. Cords extending over sidewalks must meet ADA standards and be covered with ~~Truck-truck Tracks-tracks~~ to prevent any tripping hazards.

Comment [g45]: Moved from another section of the document.

4. Generators larger than twenty-five (25) kva-kVA or Twenty-five thousand (25,000) Watts-watts require an over-the-counter electrical permit from the City's Development Services Division (contact 928-213-2618.) The following rules apply:
- A licensed electrical contractor is to be used for installation and set-up and must be on site during inspection with the City Electrical Inspector.
 - Inspection of generator set-up is required. Additional fees apply when an inspection must occur during non-City Hall business hours. If an event requires multiple generators, a fee per generator is charged and added to the basic permit fee.
 - If each vendor applies for a permit separately, each vendor will pay the full electrical permit fee and, if applicable, the after hour inspection if applicable.
 - For more information on generator permit costs refer to the Special Event Fees and Charges.
 - Larger generators may require a grounding stake. The location of each generator must be identified on the submitted site plan and approved by the Parks Department. Blue-The Applicant/Event Organizer must contact Blue Stake (1-800-782-5348) may be called if a generator requires staking.
 - A fire extinguisher must be kept near all generators. Minimum size: 2A-10BC.
 - All generators associated with the event must be turned off (with the exception of a whisper-watt quiet generator approved by the Recreation Services - Office of Community Events staff) concurrently with the event ending each evening.
 - Applicant/Event Organizers may supply those in need of overnight electrical use access to the City electrical pedestal or direct them to legal camping locations where generator use does not impact residential areas. The power provision excludes power to overnight facilities such as Recreational Vehicles, camper trailers, etc. The power is for event related tents and event equipment ONLY. Violators will be charged a one hundred dollar (\$100) fee.

Comment [g46]: This fee is set by Community Development and is not contained in the special event fees and charges.

ELECTRICAL PLAN:

If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, an electrical site plan indicating all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and an electrical site plan with the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and in order to ensure adequate electrical needs can be met. The Applicant/Event Organizer must provide their own electrical equipment (i.e., generator or spider boxes) and electrical set-up.

- The electrical site plan must be completed by a licensed electrical contractor for those events using multiple power outlets. A less extensive plan must still be submitted for those using minimal electricity. The plan must be approved Facilities Maintenance Superintendent and the City Electrician at least 7 days prior to the start of the event.
- The City will inform the Applicant/Event Organizer of any additional requirements upon review of the Special Event Permit Application and/or during the pre-event walkthrough.

Comment [g47]: Moved to another section of the document.

FLAGSTAFF POLICE DEPARTMENT SERVICE INFORMATION & SECURITY PLAN:

1. Depending on the nature of the eEvent, the Applicant/Event Organizer may need to provide professional security services and/or law enforcement.
2. Special events that generally require Police Department presence are those that:
 - Involve the sale and consumption of alcohol
 - Involve other public safety risks such as parades, sizeable attendance, high-profile or other factors potentially adverse to community tranquility and peace.
3. The Flagstaff Police Department has final authority to determine your event security requirements. The Police Department will determine the necessity and make the final determination on as to whether uniformed personnel must be present at a Special Event.
4. An approved For Special Events at which alcohol will be served a Special Event Liquor License application must be obtained through the City of Flagstaff Police Department prior to submitting a Special Event Permit Application or during the application review routing process through the City of Flagstaff Police Department.

Comment [g48]: Moved from another section of the document.

5. Police officers assigned to work special events are generally off-duty officers working at overtime pay rates. Applicant/Event Organizers will be billed at the full overtime/holiday burden rate of the individual officer(s) working the event. Applicant/Event Organizers ~~are is~~ reminded that officers working special events, although assigned specifically to the particular event, are employees of the City of Flagstaff and do not work for the Applicant/Event Organizer.

6. ~~Special events that generally require Police Department presence are those that:~~

- ~~• Involve the sale and consumption of alcohol~~
- ~~• Involve other public safety risks such as parades, sizeable attendance, high profile or other factors potentially adverse to community tranquility and peace.~~

7. ~~Applicant/Event Organizers should consider all security factors early in the special event planning process and coordinate with the Flagstaff Police Department as soon as possible.~~

8. ~~The size, type, time of day and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.~~

9. ~~The Flagstaff Police Department has final authority to determine your event security requirements. The Police Department will determine the necessity and make the final determination on whether uniformed personnel must be present at a Special Event.~~

10. ~~8.~~ If the prescribed numbers of Flagstaff Police Department ~~Officers~~ officers or private security guards are not provided, or prove inadequate, the Flagstaff Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the ~~Host Organization~~ Applicant/Event Organizer.

11. ~~9.~~ The Flagstaff Police Department may be reached at (928) 774-1414 or (928) 214-2532 for more information.

Comment [g49]: Moved to another section of the document.

Comment [g50]: Moved to another section of the document.

FLAGSTAFF FIRE DEPARTMENT SERVICE INFORMATION:

The Flagstaff Fire Department will consider and require the following items:

1. Tents and membrane structures that have an area in excess of four hundred (400) square feet are to be manufactured of flame resistant material or to be treated with an approved flame retardant and require a permit from the Flagstaff Fire Department. A tent is defined as a structure that is closed on more than twenty-five percent (25%) of all sides. A canopy is defined as a structure that is open on seventy-five percent (75%) of all sides.
2. Vendors using heat, spark, or flame producing equipment must keep same equipment well away from combustible materials and have an approved portable fire extinguisher close at hand.
3. Food preparation inside an enclosed self-contained structure that, producing grease laden vapors, must be equipped with an approved, type one (1), grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
4. Heating and/or cooking equipment inside of or under membrane structures will require prior location approval from the Flagstaff Fire Department and verification from the product manufacturer that the membrane material is flame retardant.
5. Tents where cooking is performed shall be separated from other tents, canopies or other membrane structure by a minimum of twenty (20) feet.
6. Compressed gas bottles/cylinders must be stabilized to prevent tipping or falling over.
7. Extension cords must be of the heavy duty, grounded type twelve/three (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and must only be plugged into a three (3)-pronged receptacle.
8. Liquid or gas fueled appliances must be in good repair without fuel leaks or frayed electrical cords. Extra fuel must be kept in containers approved for that use and must not exceed five (5) gallons in capacity.
9. When closing streets, fifteen (15)-feet fire lanes are required. They must be approved and indicated on the Event sSite pPlan and Traffic Control Plan. Additionally, parking on adjacent streets must be monitored to ensure passage is not obstructed and temporary "No Parking" signs must be installed where needed.
10. ~~Heritage Square is built above an underground parking garage. The floor of Heritage Square is designed to support only the weight of the occupancy loads listed below. The occupancy load must not be exceeded throughout the event. Use barricades and persons with counters to enforce the maximum occupancy loads.~~
 - ~~The maximum occupancy load for Heritage Square is 1269 people, with the breakdown of distribution as follows:~~
 - ~~Plaza Area-957 people~~
 - ~~Steps-230 people~~
 - ~~Stage-82 people~~~~When the Fire Department determines the occupancy load limits are not being enforced, off-duty Flagstaff Fire Inspector(s) will be called to this event to monitor the occupancy loads until the event ends and to ensure that the occupancy load is not exceeded. The Event Organizer or Applicant/Event Organizer will be billed a per hour fee for each Fire Inspector.~~
11. Upon review of the Special Event Permit Application, the Fire Prevention Inspector may require that an on-site inspection take place. If so, the Applicant/Event Organizer will be notified and will then have five (5) working days prior to the event to schedule an inspection. Make an appointment with a Fire Prevention Inspector by calling (928) 213-2500 or by visiting the Fire Department Administration Office located in City Hall, 211 W. Aspen Ave.
12. Banners, signs, arches, and objects shall not be strung or erected across any portion of the street or fire department access; unless the clearance below any part of the object is Thirteen' Six" (13'6") or higher, and the width is one traffic lane wide. Arches placed in the traffic lane shall have a clearance of at least Thirteen' Six" (13'6") from side to side, and shall not diminish the width of one (1) street lane at the base.

Comment [g51]: Clarification.

Comment [g52]: Moved to another section of the document.

PARKING, LOT USE & CLOSURES:

1. The Applicant/Event Organizer is responsible for posting and maintaining parking lot closure notification one (1) days prior to the affected date.
~~During City Hall non-business hours, vendors should park at other locations in order to provide ample event attendee parking.~~
2. It is the responsibility of the Applicant/Event Organizer to ensure that vendors, delivery vehicles, staff, ~~or and~~ anyone associated with the implementation of the event does not park in any non-permitted parking lots during normal business hours.
~~City Hall business hours between the dates of May 1st through the day before Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31st are 8:00 a.m. – 5:00 p.m.~~

Comment [g53]: Moved to another section of the document.

Comment [g54]: Moved to another section of the document.

PARKING AND SHUTTLE PLAN

3. A ~~Parking parking~~ and/or shuttle plan is recommended for all events and may be required for certain types of events, ~~to be as~~ determined by the Office of Community Events. A parking plan should address, for the safe arrival of event attendees, participants, and vendors and must be suitable for the environment in which your the event will take place. Parking, traffic congestion and environmental pollution are all factors of concerns with events that should be addressed in this plan.
4. The use of carpools ~~and,~~ public transportation ~~and alternate modes of nonpolluting transportation~~ should be used whenever possible.
5. Accessible parking must be included in your Event Site Plan.
Accessible parking and/or access in your event plans must be included.

COMMUNITY OUTREACH:

1. It is recommended that Level "A" events conduct community outreach in the neighborhood surrounding the park in which the special event is proposed to take place.
2. Residents, participants or event producers who wish to register feedback about events should call 928-213-2318 ~~or may register feedback submit comments on through the City's website by clicking on "report a concern";~~ (http://www.flagstaff.az.gov/requesttracker.aspx).

STREET CLOSURES:

Please be advised that street closure requests are not granted as a matter of course and may require approval of the Flagstaff City Council.

Comment [g55]: New

1. Street closures may occur when affiliated with outdoor special events including but not limited to parades, races, competitions, displays, fairs, and festivals. The proposed street closure will must be illustrated through an ~~event Event site Site plan Plan~~ and Traffic Control Plan, which are required with the Special Event Permit Application. Traffic Control Plans must comply with the current Manual on Uniform Traffic Control ~~Devises Devices~~ and are subject to approval by the City Traffic Engineer.
2. All street closures must allow for fire lane access during the event.
3. The Police Department will determine if the special event and street closure requires uniformed personnel present at the event.
4. The Applicant/Event Organizer must notify merchants and residents affected by the street closure (those residents and merchants located on the route or street closure; within the perimeter of the route or street closure; and those within a one block radius of the street closure) no later than two weeks (14 calendar days) prior to the event and no sooner than thirty (30) calendar days prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the City of Flagstaff, Recreation Services - Office of Community Events no less than two weeks (14 calendar days) prior to the event.
~~Event Organizer must provide a parking attendant for the Library parking lot when the Aspen Avenue (between Humphreys and Sitgreaves) entrance is blocked by a full or partial street closure. This parking attendant is responsible for monitoring safety and availability of parking spaces for library patrons.~~
5. Requested street closures may be denied for any of the following reasons:

Comment [g56]: Moved to another section of the document.

- The nature of the event does not justify a street closure (street closures are intended to accommodate parades or other events that require the exclusive use of a street, as well as large-scale events that require additional space to ensure public safety);
- Street closure would substantially or unnecessarily interfere with traffic;
- Street closure would unreasonably impact business activities in the immediate vicinity of the closure;
- Adequate emergency services, such as police, fire, and ambulance services are not available at the date and time requested;
- Emergency services would be unreasonably inhibited in their ability to travel on and across public streets; or
- Area requested to be closed is under construction or due to be under construction during time requested;

5. One way streets may not be closed in the Downtown Historic District (bordered by Humphreys Street, Route 66, San Francisco Street, Cherry Avenue and Birch Avenue east of Humphreys) except for:

- Parades
- Community-wide events for all ages when there are no other venues available. Other locations include any outdoor location owned by the City large enough to occupy a community-wide event. Other venue availability is determined by previously reserved activities that may conflict with a community-wide event. If there are not conflicts, other venues are preferred and will be approved for use in replacement of one-way street closures.

6. Two way (both directions), single block side street full closures are permitted except for:

- The full or half closure of Birch Avenue between Humphreys Street and Sitgreaves.

Comment [g57]: New objective criteria.

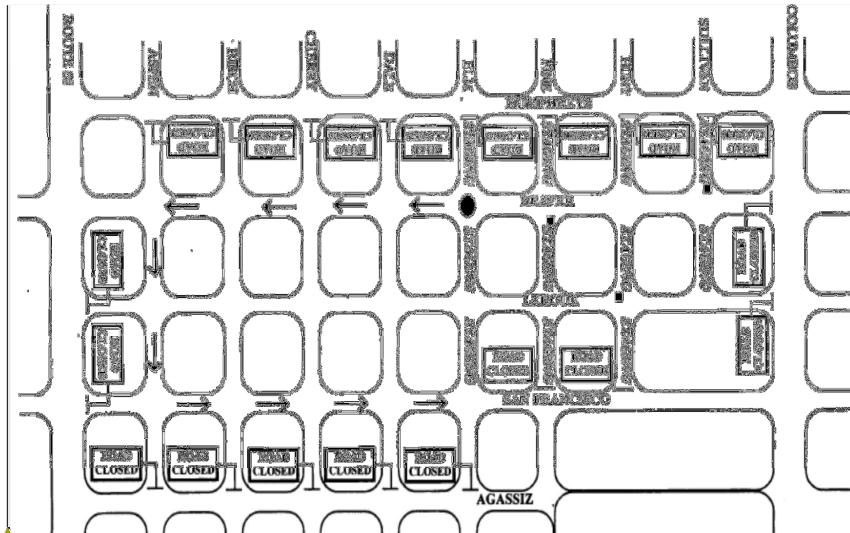
PARADES, MOTORCADES, WALKS AND RACES:

1. Detailed illustration of event routes, and assembly, and disassembly areas are to be included on the Event Site Plan and submitted with the Special Events Permit Application. When street closures are proposed, a Traffic Control Plan must also be included.
2. Throwing any items from parade floats is strictly prohibited.
3. When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (i.e., AZ State highways, railroad, National Forest Service, etc.). The approval must be submitted with the Special Event Permit Application.
4. The Applicant/Event Organizer is responsible for cleaning the parade, motorcade, walk, or race route. Scheduling street sweepers may be required. Contact the Streets Section at (928) 774-1605 for rates and availability.
5. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the Applicant/Event Organizer.
6. Contact the Flagstaff Police Department to discuss police escorts.
7. Portable restrooms are required along the parade route for event attendee use.
8. The following route is the Standardized Parade Route available to Applicant/Event Organizers for the Historic Downtown Business District. With the exception of the following annual parades, Armed Forces Day Parade, 4th of July Parade, NAU Homecoming Parade and the Northern Lights Holiday Parade, the proposed use of the Standardized Parade Route must be approved by Council.

**The route below does not include approved signage by the Office of Traffic Engineers. This is not a Traffic Control Plan.*

Comment [g58]: Replaced by new conditions indicated above.

Comment [g59]: New conditions make this section unnecessary.



Comment [g60]: New conditions make this map unnecessary.

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TRAFFIC CONTROL PLAN:

If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, a Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures.

- The Traffic Control Plan must be developed by a licensed and bonded barricade company. Once approved, the Traffic Control Plan must be executed by a certified technician from the barricade company.
- [This-A Traffic Control Plan](#) must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area.
- [Include Traffic Control Plans must include](#)/indicate the proposed parade/race route, if applicable.
- Traffic Control Plans must be dated and approved for the current year.
- Traffic Control Plans must comply with the current Manual on Uniform Traffic Control [Devises Devices](#) and are subject to approval by the City Traffic Engineer.
- The Applicant/Event Organizer is responsible for providing all required barricades and traffic control signs.
- Traffic Control Plans must be finalized and approved by the [Office of City's](#) Traffic Engineers at least seven (7) business days prior to the event.
- All flaggers shall be Certified per ARS 28-653.2001 and shall receive and review the COF – Volunteer Flagger Informational Handout.

Applications will not be processed without a current Traffic Control Plan as described above.

ALCOHOL:

1. [For special events that will include the sale of alcohol, a An approved Special Event Liquor License application must be obtained prior to submitting a Special Event Permit Application or during the routing process through the City of Flagstaff Police Department. a Special Event Liquor License must be obtained through the City of Flagstaff Police Department prior to submitting a Special Event Permit Application or during the application review process.](#) Liquor licenses are distributed by the State of Arizona but require the approval of the municipality and/or county in which the event is being proposed.
2. Special Event Liquor License applications are available at the City Clerk's Office located in City Hall, 211 W. Aspen Ave., [or eC](#) contact (928) 213-2076 for additional information. After completing the application, the Applicant/Event Organizer must deliver or send the application to the Police Department for review no later than seventy-five (75) days prior to the event.

3. Flagstaff Police Department Special Event Liquor License Applications will not be processed without a copy of the Special Event Permit Application and [Event Site Plan, from the Office of Community Events](#).
4. The Police Department will not approve an application for a Special Event Liquor License if the application involves the closure of a street for the primary purpose of providing more square footage to the Applicant/Event Organizer for the sale and consumption of alcoholic beverages.
5. ~~Council approval must be received in order for a Special Event Permit to be issued for any event proposing to serve alcohol at Heritage Square.~~
- 6.5. If three (3) or more alcohol-related criminal acts occur at an event with alcohol, a "Beer Garden" (see below) will be mandated for the next year of your event. If no violations occur the following year, the Beer Garden requirement ~~is~~ will be open to negotiation. If ~~there are~~ three (3) or more violations occur the subsequent year occur with the Beer Garden in place, the Flagstaff Police Department may deny ~~your permit any future requests for permits.~~
- 7.6. ~~If mandated, if a beer garden is mandated,~~ the following guidelines apply:
 - Beer Garden must be enclosed by an approved barrier.
 - The entrance and exit must be properly marked.
 - Entrance and exit must be staffed with security personnel who are checking identifications.
 - Only those over the age of [twenty-one \(21\)](#) are allowed in the Beer Garden unless with a parent or guardian.
 - Those over [the age of twenty-one \(21\)](#) must be given bracelets to identify them as over [the age of twenty-one \(21\)](#).
 - No over-serving.
 - No drinks are allowed to leave the Beer Garden.
 - Depending on event size, more than one [\(1\)](#) Beer Garden may be approved.

FAILURE TO COMPLY:

Failure to comply with the rules, regulations and policies may result in the following:

- Termination/cancellation of event or rental contract
- Eviction from the premises
- Loss of future rental privileges
- Impact to the Status Category of the event (Good Standing, Probationary Standing, Poor Standing).

EQUIPMENT RENTAL:

1. ~~Mats may be picked up at the Office of Community Events the day prior to the event and must be returned the next business day following the event.~~
- 2.1. An appointment must be made in order to pick up banner poles.
- 3.2. The Applicant/Event Organizer and City staff must mutually inspect and agree on the condition of the equipment prior to the event and upon return of the items.
- 4.3. It is the responsibility of the Applicant/Event Organizer to demonstrate to staff that they fully understand the safe operation of any equipment rented.
- 5.4. Rentals are available on a first-come, first served basis.
5. It is the responsibility of the Applicant/Event Organizer to pay the cost to replace or repair any damaged equipment.
6. [City of Flagstaff Sustainability offers lids for 90 gallon recycling containers that will aid in reducing trash contamination. Please contact sustainability@flagstaffaz.gov for more information.](#)
7. Fees:
 - Mats: \$5.00 per mat per weekend
 - Banner Poles: \$5.00 per 3 poles per weekend

Comment [g61]: New recommendation to remove this requirement.

Comment [g62]: Moved from another section of the document.

Comment [g63]: No longer rent mats.

Comment [g64]: No longer rent mats.

CITY OF FLAGSTAFF RECREATION SERVICES SPECIAL EVENTS – STATUS POLICY

A. PURPOSE OF STATUS POLICY:

The purpose of this policy is to provide an objective and uniform process to determine to whom the City of Flagstaff Recreation Services will permit and under what terms it will permit.

B. POLICY GOALS:

The goals of this policy are to:

1. Establish an objective and fair application process to determine to whom the City of Flagstaff will and will not permit and what fees, deposits, and special conditions will be applied to each event.
2. Ensure all traditional and non-traditional municipal park/facility users comply with City of Flagstaff Recreation Service's Special Event Status Policy and the Rules and Regulations.
3. Ensure that all event producers have signed contracts that outline exact expectations and limitations of their use.
4. Ensure the event is safe and creates a minimal impact on the community surrounding the event.
5. Ensure that those who do not follow rules and regulations are subject to consequences such as impact to the Status Category of the event, loss of future rental privileges, eviction from the premises, and/or termination/cancellation of event or rental contract.

C. APPLICATION CONSIDERATIONS:

All Special Event Permit Applications will be evaluated on the following:

1. Availability of municipal park/facility on requested date(s).
2. Accordance between Whether the requested municipal park/facility is suitable for the event use and municipal park/facility's intended purpose.
3. Ability of municipal park/facility to safely accommodate event without experiencing physical or resource damage.
4. Prior history of event.

D. STATUS OF EVENT AND APPLICABLE SECURITY DEPOSITS:

All City of Flagstaff Special Event applicants will be categorized into one of the following groups and assessed variable deposits:

1. *Probationary Standing* — Event producers and events that were not returned a full or partial deposit the previous year due to municipal park/facility damage or Special Event Permit violations may be considered "Probationary." Events in this category will be assessed refundable cleaning/damage deposits at 150% the standard amount. If the event is conducted as agreed to in the Special Event Permit, deposits will be returned and the event or event producer will be moved to "Good Standing" for the next event or year.
2. *Good Standing* — Events or event producers who comply with City of Flagstaff Recreation Services' Rules and Regulations, leave the municipal park/facility in an acceptable manner, and are returned all refundable cleaning/damage deposits following their events may be considered "Good Standing." These events will be charged standard deposits as listed on the current Fee Schedule.
3. *Poor Standing* — If special event standards are not met while the event is in "Probationary Standing", then the event and event producer(s) will be moved into "Poor Standing." Events that acquire this status due to improper use of municipal park/facilities will lose historic precedence. Events in this category will be assessed deposits at 200% the standard amount. If the event is conducted as agreed to in the Special Event Permit, deposits will be eligible to be returned and the event or event producer may be moved to "Probationary" standing for the next event or year, however if the event is not conducted as agreed, deposits will not be returned and the event will be refused a Special Event Permit for the following event or year.

Comment [g65]: Duplicative of information in application.

~~4. New Events. New special events enter the system in Probationary Standing. These events will be charged standard deposits as listed on the current Fee Schedule.~~

~~Regardless of an event's classification within this system, events or event producers which have caused severe damage, and/or violated the law may be denied further municipal park/facility usage at any time by the Recreation Services Director and/or Community Enrichment Services Director.~~

~~E. SPECIAL EVENT PERMIT PROCESS:~~

- ~~1. Prospective Event Organizers must submit a complete Special Event Application accompanied by all required documentation specific to the proposed event. Applications will not be considered without the required documentation.~~
- ~~2. Prospective Event Organizers must provide complete applications according to the following schedule:~~
 - ~~• Level A permit applications must be received by the Office of Community Events no later than ninety (90) calendar days prior to actual date of your event.~~
 - ~~• Level A applications submitted between 55-90 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 55 days prior to the event date will be denied.~~
 - ~~• Level B permit applications must be received by the Office of Community Events no later than sixty (60) calendar days prior to actual date of your event.~~
 - ~~• Level B applications submitted between 40-60 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 40 days prior to the event date will be denied.~~
 - ~~• Level C permit applications must be received by the Office of Community Events no later than fourteen (14) calendar days prior to actual date of your event.~~
 - ~~• Level C applications submitted between 10-14 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 10 days prior to the event date will be denied.~~

Comment [g66]: Moved to another section of the document.

Comment [g67]: Duplicative of information in application.

~~F. EVENT LEVEL DEFINITIONS:~~

~~Level A:~~

- ~~• Event may occur during a single day or multiple days.~~
- ~~• Event may involve street closures and detouring, impacting, or stopping of traffic.~~
- ~~• Admission may be charged.~~
- ~~• Food may be sold and/or distributed to the general public.~~
- ~~• Merchandise may be sold.~~
- ~~• There may be live entertainment.~~
- ~~• Extensive use of equipment (i.e. stage, sound system, booths, tents, fencing, barricades, etc).~~
- ~~• Event may require electricity and other utilities.~~
- ~~• Alcohol may be sold and/or distributed to the general public.~~

~~Level B:~~

- ~~• The event may occur during a single day or multiple days.~~
- ~~• Event may involve use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.~~
- ~~• Admission or entry fee may be charged.~~
- ~~• Food may be sold to the general public.~~
- ~~• Merchandise may be sold.~~
- ~~• There may be live entertainment.~~
- ~~• Moderate use of event equipment, i.e. stage, PA system, chairs, tables.~~
- ~~• May or may not require electricity.~~

~~Level C:~~

- ~~• Event will occur during a single day.~~

Comment [g68]: Moved to another section of the document.

- Event will not extend beyond the municipal park/facility area.
- Event is free to the public.
- There will be no food sales.
- Food may be distributed to the general public.
- No merchandise sales.
- May or may not involve live entertainment.
- Minimal use of event equipment, i.e. PA system.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses.

G. PRIORITY OF USE

Applications will be routed and evaluated on a case-by-case basis. Priorities for assigning City-owned municipal park/facilities for special events are as follows:

- Priority 1: Events sponsored or co-sponsored by the City of Flagstaff.
- Priority 2: Events that have established historic precedence and remain in "Good Standing" or "Probationary standing".
- Priority 3: Events organized by the Flagstaff Unified School District #1 (Per IGA).
- Priority 4: Events organized by Flagstaff-based non-profit organizations with proceeds providing assistance to the organizer or another Flagstaff-based non-profit organization (requires proof of nonprofit status).
- Priority 5: Events organized by private businesses, non-profit organizations not based in Flagstaff, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than these Flagstaff-based non-profit organizations.

SPECIAL REQUIREMENTS:

1. Special requirements made by Departments on the Routing Committee will be specified, in writing, to the Event Organizer upon completion of the routing process. By signing the At the conclusion of the permitting process, the Applicant/Event Organizer will be required to sign the City's Permit Holder's Agreement, the Applicant/Event Organizer agrees to comply with and accepts these requirements. The City of Flagstaff retains the authority to cancel an event at any time, including when in progress, if these special requirements are not met or if public safety is jeopardized.
2. Pre-event:
 - If the nature of the event warrants, Recreation staff will schedule the event for an "informal review" by City staff. The Applicant/Event Organizer will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the Applicant/Event Organizer of all Department/Division special use conditions.
 - Upon meeting all requirements and payment of fees, an approved permit is issued to the Applicant/Event Organizer.
3. The Applicant/Event Organizer will be apprised of "Status Standing" (i.e., if conditions established by the City were not followed) at the conclusion of the event. The cost of cleaning and/or damages will be assessed and against the security deposit and any remaining balances will be returned to the Applicant/Event Organizer.
4. The Applicant/Event Organizer is guaranteed use of the permitted municipal park or facility for the duration of the allotted time indicated on the Special Event Permit. The Applicant/Event Organizer must have the issued Special Event Permit in their possession at all times.

APPEAL PROCESS:

If the Special Event Permit Application is denied your application or parts of your application have been denied, the applicant may submit a written appeal to the Office of Community Events within ten (10) working days of the denial. Once confirmation of written appeal has been accepted, it will be reviewed by staff and/or the City Manager's office. The applicant has the right to resubmit an application if denied. All Special Event Permit fees will apply separately to this new application unless the applicant resubmits the application for the same purposes with only revisions or corrections to the original application. For questions regarding this appeal process, contact Glorice Pavay at 928-213-2312.

Comment [g69]: Moved to another section of the document.

Comment [g70]: Moved from another section of the document.

Comment [g71]: HB2443

City Contacts for Special Events

Building Safety Electrical Permits/Generators	(928) 213-2618
City Clerk (Liquor License)	(928) 213-2076
Community Development (Private Property)	(928) 213-2641
Convention & Visitors Bureau	(928) 779-7611
Environmental Services (Trash/Recycling)	(928) 213-2110
Fire Department	(928) 213-2500
Recreation Administration	(928) 213-2300
Community Events Coordinator	(928) 213-2311 or (928) 213-2312
Parks Maintenance	(928) 774-2868
Police Department	(928) 214-2532
Risk Management (Insurance)	(928) 213-2082
Tax & Licensing (Sales Tax Permit/License)	(928) 213-2251
Traffic Engineering (Street Closures)	(928) 213-2606
Utilities/Water Needs (Customer Service)	(928) 213-2230
Utilities After-Hours Emergencies	(928) 774-0262

Community Contacts for Special Events

Coconino County Parks and Recreation/Fort Tuthill	(928) 679-8000
Coconino County Environmental Health Department	(928) 679-8750
Mountain Line Transit	(928) 779-6624
Blue Stake	(800) 782-5348
Arizona Department of Transportation	(928) 774-1491

Checklist-(if applicable)

Required information for initial submittal (Applications will not be accepted without this information):

- ☐ Completed and signed application
- ☐ Application fee
- ☐ Certificate of insurance-see page [56](#) (valid for event dates, set up and tear down)
- ☐ Complete and detailed [Event Site plan](#)-see pages [7-86](#)
- ☐ Electrical Plan-see pages [10-11](#) (if applicable)
- ☐ ~~Submit~~ IRS letter of nonprofit status-see page 3 (if applicable)
- ☐ Traffic Control Plan-see pages [13-15](#) (if applicable)

Other:

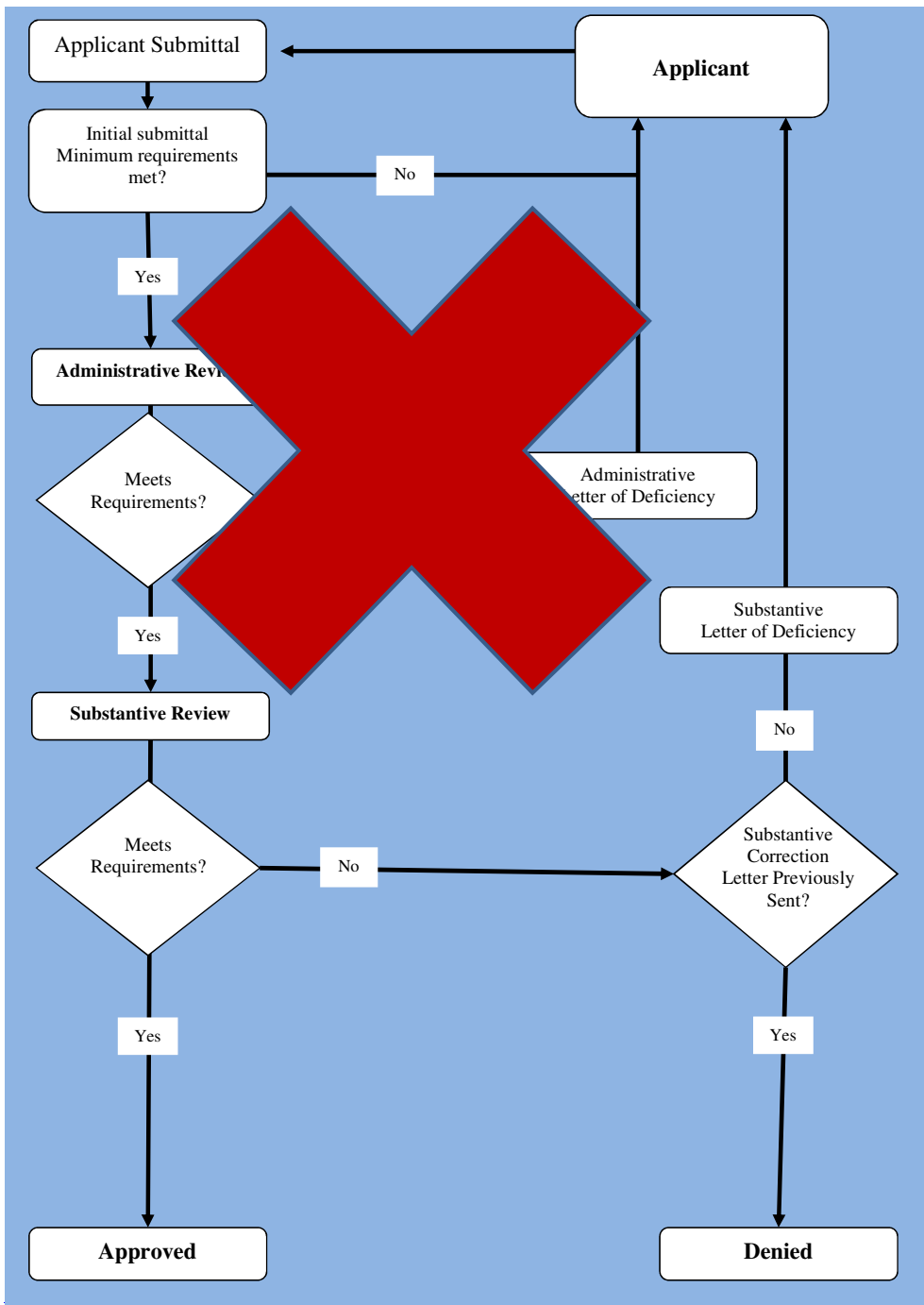
- ☐ ~~Permit holder's~~ [Holder's agreement](#) ~~Agreement-see pages 2-3~~
- ☐ Walk-through (dependent upon the event)
- ☐ Trash/Recycling scheduled-submit invoice or receipt
- ☐ Portable restrooms scheduled-submit invoice or receipt
- ☐ ~~Electrical Plan-see page 10-11 (if applicable)~~
- ☐ Schedule security or police-submit invoice or receipt (if applicable)
- ☐ Submit City tax information to Tax & Licensing Dept-[2 weeks prior to event](#) (if applicable)
- ☐ Obtain County health permits (if applicable)
- ☐ Pay permit fees-see page [34](#) for deadlines and [page 23-end of packet for attached](#) fee matrix
- ☐ Schedule a fire inspection ~~-see page 11~~ (if applicable)
- ☐ Obtain a permit for a tent-see pages [7 5-6](#) (if applicable)
- ☐ Conduct flagger training (if applicable)

- ☐ Write and deliver a letter to anyone impacted by a street closure (submit letter and confirmation of delivery)-see page [1213](#) (if applicable)
- ☐ Obtain an ADOT permit (submit approved permit, issued by ADOT to Community Events) (if applicable)
- ☐ Notify Mountain Line Bus Transit of any street closures or impacts (if applicable)
- ☐ Schedule a water meter-[see page 9](#)-(if applicable)
- ☐ Obtain a liquor license (submit approved license, issued by the AZ State Liquor Board to Community Events)-[see page 13](#)-(if applicable)
- ☐ Obtain a generator permit-see page 10 (if applicable)
- ☐ Schedule a street sweeper-see page [1412](#) (if applicable)
- ☐ ~~Schedule parking attendants for the library on Aspen Ave-see page 13 (if applicable)~~
- ☐ Key contract and deposit for key to the City electrical boxes at Heritage Square or Wheeler Park (if applicable)

	Application Due (Calendar Days)	Last Possible Date to Accept App (Calendar Days)	Admin Review (Work Days)	Event Producer Admin Requirements Due (Work Days)	Substantive Review (Work Days)	Deadline for Event Producer to Submit All Items (Work Days)
Level A	90 days prior to event date	55 days prior to event date	10 days	27 days prior to event date	20 days	5 days prior to the event date
Level B	60 days prior to event date	40 days prior to event date	10 days	17 days prior to event date	10 days	5 days prior to the event date
Level C	14 days prior to event date	10 days prior to event date	3 days	5 days prior to event date	4 days	2 days prior to event date

Timeline Matrix

	Permit Application Due (Calendar Days)	Last Possible Date to Accept App (Calendar Days)	Admin Review (Work Days)	Event Producer Admin Requirements Due (Work Days)	Substantive Review (Work Days)	Deadline for Event Producer to Submit All Items Submitted (Work Days)
Level A	90 days prior to event date	55 days prior to event date	10 days	27 days prior to event date	20 days	5 days prior to the event date
Level B	60 days prior to event date	40 days prior to event date	10 days	17 days prior to event date	10 days	5 days prior to the event date
Level C	14 days prior to event date	10 days prior to event date	3 days	5 days prior to event date	4 days	2 days prior to event date



ADMINISTRATIVE REVIEW
 A: 10; B: 10; C: 3 working days
 SUBSTANTIVE REVIEW
 A: 20; B: 10; C: 4 working days

